

# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*



- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	SS: SECRETARY (AL) FORMERLY KNOWN AS CA/EQUINE HEALTH SECTION SECRETARY
<b>POSITION NUMBER:</b>	00051883
<b>LOCATION:</b>	EQUINE - ATLANTA
<b>POSTING DATE:</b>	SEPTEMBER 9, 2015
<b>APPLICATION DEADLINE:</b>	SEPTEMBER 11, 2015
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	10
<b>ENTRY SALARY:</b>	SALARY COMMENSURATE ON EXPERIENCE

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture both locally and globally and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

### **DESCRIPTION OF DUTIES:**

Provides administrative, clerical, and secretarial functions in support of Companion Animal/Equine section. Duties include, but are not limited to, the following:

- Handle incoming office calls, inquiries and complaints via telephone;
- Receive and enter Equine Complaints in system & send to field staff in a timely manner;
- Clearly communicate management's views on major issues to individuals both within and outside the Department;
- Draft form letters, thank you letters, memos, and regulatory letters as directed by management;
- Request needed supplies for the office and maintain supply inventory;
- File paper & electronic records;
- Receive new license requests & enter information accordingly;
- Notify appropriate field staff of new facilities and communicate with Licensing Division;
- Keep accurate records of delinquent licensees' status, as well as all communication;
- Prepare pictures and folders for GDA Equine Sales;
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Two years related experience **OR** Associates degree **OR** One year at the lower level or position equivalent.

**PREFERRED QUALIFICATIONS:** *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Microsoft Access or other database skills;
- At least 40WPM typing speed;
- Experience in Microsoft Office, Word, Excel, Outlook & Access;
- Basic knowledge of horses and the Equine Industry;
- Previous experience working for a State Agency; and
- High level organizational skill;

**HOW TO APPLY: (WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION).**

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit [http://team.georgia.gov/wp-content/uploads/2014/11/State\\_Application-Standard-3.3.15.pdf](http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf) or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

**The GDA is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,  
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**